

421—2.3(22) Requests for access to records.

2.3(1) *Location of record.* In lieu of the words “(insert agency head)” insert “director of the department of human rights, or the administrator of the appropriate division within the department”. In lieu of the words “(insert agency name and address)” insert the “Department of Human Rights or the appropriate division within the department, Lucas State Office Building, Des Moines, Iowa 50319.”

2.3(2) *Office hours.* In lieu of the words “insert customary office hours and, if agency does not have customary office hours of at least thirty hours per week, insert hours specified in Iowa Code section 22.4”, insert “8 a.m. to 4:30 p.m. Monday through Friday, except legal holidays”.

2.3(6) *Copying.* In lieu of the words “A reasonable number of copies”, insert “One copy”.

2.3(7) *Fees.*

c. Supervisory fee. In lieu of the words “(specify time period)”, insert “one-half hour”.